

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

September 1, 2005

A meeting of the Idaho Emergency Communications Commission (IECC) was held on this date in the Idaho Department of Health and Welfare's Human Development Center, 421 Memorial Drive, Pocatello, Idaho. Vice-Chairman Wills called the meeting to order at 1:00 p.m.

Members Present:

Rich Wills, State Representative and Commission Vice-Chairman
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Teresa Baker, Ada County Prosecutor's Office
Matt Beebe, Commissioner, Canyon County Commission
Ben Estes, Retired Chief, Pocatello Fire Department
Clint Berry, Qwest, Boise
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services (EMS) (by phone)
Greg Vickers, Idaho Emergency Medical Services Association
Ann Cronin, Special Assistant, Idaho State Police (ISP), Commission Secretary (by phone)
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene (by phone)

Members Absent:

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
Bill Bishop, Director, Bureau of Homeland Security (BHS)
Gary Aman, Owyhee County Sheriff
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member

Others Present:

Lex Rutter, Department of Administration (ADM)
Gordon Howell, Bannock County
Dave Johnson, Bingham County Sheriff
Gene Wiggers, Medical Reserve Corps
Jeri L. Traugher, Pocatello 4th Ward, LDS Church
Scot Maring, Department of Administration

Approval of Minutes

MOTION: Commissioner Estes moved and Commissioner Beebe seconded that the Commission approve the minutes of the August 4, 2005 Idaho Emergency Communications Commission meeting with two minor corrections (spelling error and location error). The motion passed unanimously.

Recognition

Commissioner Wills began the meeting by recognizing and thanking Scot Maring (staff support from the Department of Administration) for his support to the commission. Commissioner Wills stated that Mr. Maring keeps the Commission on task and gets all information to the members in time for their review before each meeting.

Financial Reports

Operating Budget

Commissioner Moore, IECC Treasurer, presented the financial report as prepared by Mr. Rick Thompson, ADM's Internal Management Systems Administrator. He reported that there is nothing unusual in the budget report and that we are on track. As of the end of August 30th, the Commission had spent \$12,729.59 of its Fiscal Year (FY) 2005 budgeted amount of \$97,500. The report shows that half of the \$9,000 expense for Administrative Support has been charged.

Commissioner Moore also stated that he would be attending a Police Chief's meeting in two weeks and would be able to follow up on the county assessments. He will have further information on this at the next meeting.

MOTION: Commissioner Moore moved and Commissioner Beebe seconded that the financial report be accepted. The motion passed unanimously.

SIEC Report

Dodie Collier, representing the Statewide Interoperability Executive Council (SIEC), gave an update on recent SIEC actions and changes. The SIEC last met on August 30, 2005, with the following actions:

- The SIEC introduced two new voting members; Douglas C. Melvin, representing the U.S. Department of Homeland Security Transportation Security Administration, and Lt. Col. Arthur Keen, representing the Idaho National Guard.
- The SIEC had an extensive discussion about moving into the design phase of an interoperable communication system.
- They also had the opportunity to tour the Joint Operations Center at Gowen Field.
- The Outreach Subcommittee is moving forward with their DVD.

- The Policy Subcommittee is moving forward in meeting its National Governor's Association obligations.
- The SIEC will be speaking as part of the commissioner's portion of the Idaho Association of Counties meeting on September 22, 2005.
- The SIEC will also be presenting at the Idaho Prepared Conference, hosted by the Bureau of Homeland Security in Lewiston, on September 28, 2005,

Commissioner Wills stated that he had a recent discussion with Idaho State Police Director, Colonel Dan Charboneau, a member of the SIEC. His concern is that while there are several areas where the SIEC and the IECC are working together, there may possibly be some areas where the two groups are working on different tracks. Col. Charboneau has therefore been invited to speak at the IECC meeting next month to give his viewpoint on where we may have duplication or where we might be able to collaborate on similar on issues.

Needs Assessment Survey

Commissioner Baker reported that the Dispatch Center Profile survey had been completed by all but one county and the report is 80 pages long. The next step is to figure out how we are going to use this data. The decision was made to distribute the survey results to all members. In addition, Commissioners Baker and Berry will prepare an Executive Summary of the results for the next meeting.

Review Action Items/Next Steps

Commissioner Wills inquired whether we need the results of the Dispatch Center Profile survey before we can develop an action plan for the IECC. A majority of the Commission agreed and this action was delayed until next month.

Old Business

Commissioner Moore stated that he had spoken with two police chiefs whose cities had been involved with the mediation conducted in April 2005 and that Twin Falls County has discontinued non-emergency services. He also stated that it looks like there may be two more cities asking for mediation. Commissioner Baker added that she had a conversation with the city prosecutor from one of the cities in Twin Falls County. She stated that one point of confusion was that they were reading the Population Based Funding Formula Example provided in the mediation results as the actual numbers.

Commissioner Wills therefore requested that a letter be sent to the parties involved in the mediation clarifying that the example plan was solely to be used as an example and it is up to them to make the final decision. He also added that should the Commission be asked to conduct another mediation every effort must be made to get all parties to participate.

New Business

Rules Timeline Update

The Commission reviewed the update on dates regarding the “Rules Governing the Idaho Emergency Communications Commission Grants” provide by Commissioner Guilfooy (copy attached). Commissioner Guilfooy will present and discuss any changes at the October meeting.

MOTION: Commissioner Estes moved and Commissioner Gainor seconded that the Commission accept the update as written. The motion passed unanimously.

October Meeting Coordination

The next meeting of the IECC will be on October 6th at 1:00 PM. The location will be in the East Conference Room, 1st Floor, Joe R. Williams Building, 700 W. State St, Boise, ID.

Open Comment Period

Bannock County Report

Commissioner Estes introduced Gordon Howell, Technical Coordinator for Bannock County. Mr. Howell is in charge of the 911 system in Bannock County, which is undergoing a dramatic upgrade in infrastructure.

Mr. Howell provided a brief history with regards to their 700 MHz trunked system. He also reported that Bannock County is within a week of turning up their first 700 MHz trunked site at Chinese Peak. This site overlooks Pocatello and the entire northern part of the county. They also plan to turn up Sedgwick Peak before the end of the year. Their goal is to have a fully functional regional, trunked system by January 2006. Total cost of the project will be about \$3½ million and all of it has been paid for by FEMA funds or Homeland Security funds with matching amounts from 911 funds.

Questions and Answers

Two members of the general public requested information on emergency preparedness issues and asked questions that were beyond the scope of the IECC. They were told individual members would respond to their questions after the meeting.

Question on Definition of Consolidation

Commissioner Vickers raised the issue that the definition of a consolidated emergency communication system as stated in Idaho Statutes (Title 31, Chapter 4802) does not match the intent of our purpose and needs to be reviewed.

Commissioner Wills responded that to understand it we need to go back to the intent of the Commission from the beginning. To be consolidated is to eventually get to where we have the

same kind of consolidation all over the state. The intent is to be united, not separated. He also stated that Commissioner Vickers' point was well taken and that the issue may need to be readdressed if it comes up, but it will be handled on a one-on-one basis.

Adjournment

MOTION: It was moved by Commissioner Moore and seconded by Commissioner Beebe to adjourn the September 1, 2005 Idaho Emergency Communications Commission meeting at 1:55 p.m. The motion passed unanimously.

Representative Rich Wills, Vice-Chairman
Idaho Emergency Communications Commission

Scot R. Maring, Administrative Assistant
Department of Administration

Addendum: Commission Progress on its Prioritized Activities

Funding

~~Portion of 1% to be assessed (4 votes)~~
How to fund the “have-nots” (2 votes)
Sub-optimize by city?
~~Grant funding resources~~
~~Commission (ECC) funding/budget (1 vote)~~
Recommendation/advice on E911 spending
(ECC needs to decide scope)
Proactive to fund more than systems
(e.g. services, training, implementation)
(How will Title 31 money be used)
~~Federal funds application process~~
(track, assess, audit, measure)
~~Fee collection vs. ECC assistance~~
(City must vote in fees)
Statewide E911 procurement contracts
(Mutual needs buying power)
Conduit for funding

Systems

Scope of system—ECC role (equip, people)
Money for infrastructure
System implementation
(technical issue, project management)
Technical resources
Who defines architecture, and how do we
use and leverage systems
Need to understand baseline (education)
Identify technical resources & leverage
Regulate and consolidate systems
System interoperability standards
Business continuity—backup/recovery
Standards to engage vendors
Define minimum standards for system,
vendors (including purchasing)
Standards for a consolidated emergency
communication system

Evaluation/Assessment

What is the baseline by County (as-is) (5 votes)
Leverage Office of Disaster Preparedness survey
Evaluate current standards
Recommend model – performance indicators
Establish “to-be” baseline

Governance

~~Cooperation—PSAP representation~~
~~Know statutory responsibilities (1 vote)~~
~~ECC by laws, committees (10 votes)~~
~~Guidelines for operations~~
Define level of mediation funding
Recommend model org. structure
ECC focus on all areas
(Clearinghouse for E911 assistance)
Long-term vision
(systems, organizations, processes)
Short-term tactical plan
~~ECC statewide representation~~
~~Acquire wireless representative member~~
~~Mediation Standards/Criteria~~
ECC staff support (1 vote)
Stay focused on mission
Rules for distributing moneys

Education/Information

~~How will the 1% assessment be used~~
E911 need for money, improvements
Promote cohesive, solidarity,
interoperability, statewide cooperation
SIEC et. al.--standard definitions
Communicate—who’s doing what?
Message: consolidate, coordinate,
funding, standards, leverage, etc.
May conflict with autonomy.
~~Tech. Educ. of ECC members (9 votes)~~

Update on Dates Regarding the Grant Rules

1. The Proposed Rules will be printed in the September 7, 2005 IDAPA Bulletin.
2. There is a 14 day period to request a public hearing (ending September 21). Under the statute, a hearing would be required if the request is from a group of 25 individuals or from a state agency or political subdivision.
3. There is a 21 day period for comment (written or oral to me). That period ends September 28. I would anticipate presenting/discussing any changes at the October meeting.
4. Next submission will be for pending rules. This submission would include any changes resulting from comment period.
5. That next deadline is as follows.
 - a. Deadline for publication in November Bulletin is November 2.
 - b. Deadline for submission in January Bulletin is November 16.
 - c. We would need to make one or the other (so at latest, the November 16th deadline) to be considered by 2006 legislative session.